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DD/A Registry

79-0594/1

28 February 1979

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File Training-3-1

## MEMORANDUM FOR THE RECORD

SUBJECT: Career Training (CT) Task Force Meeting -  
28 February 1979 [ ]

1. The Career Training Task Force met on 28 February.  
Mr. Fitzwater chaired the meeting which was attended by

[ ]

2. Mr. Fitzwater introduced [ ] to the Task Force and explained that [ ] is charged with doing a special study of the Career Training Program. The purpose of the special study is to identify various options and courses of action which would make the Career Training Program better able to respond to the requirements levied upon it by all parts of the Agency. [ ]

3. The Office of Personnel's recruitment summary report shows 300 interviews scheduled or to be scheduled. Other than the recruitment assistance currently being provided, no further assistance is required at this time. [ ] of the Career Training Staff spent yesterday at the Washington Area Recruitment Office reviewing the resume responses to the advertisement which recently appeared in The Washington Post. A conservative estimate is that 50 of the resumes look like potential candidates worth interviewing. [ ]

4. [ ] the advertising agency handling the CT Program account, is expected to complete its report mid-March and we should receive the report two to three weeks thereafter. [ ]

Action: Because of the lead time involved, the Office of Personnel was charged with proceeding with the advertising campaign for the January 1980 class. [ ]

5. The Psychological Services Staff (PSS) is experiencing problems with the HETRA system. [ ]

Action: The Director of Training will try to resolve these problems in a meeting with the Directors of Data Processing and Medical Services. [ ]

WARNING NOTICE--  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED

[ ]

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6. By curtailing some of its other programs, the PSS is prepared to handle more than the current figure of 7.5 CT candidate assessments per week. They estimate they will be able to handle 12 per week, and at that rate they should achieve their goal of assessing 180 CTs we must put into process in order to meet the class quota of 60. The DDA's approval to hire two additional psychologists will eliminate many problems encountered by PSS in handling requirements. ☐

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7. The Office of Security reported 63 cases received thus far: 49 are still in process, 10 have been approved (this figure is increased one from last week), 2 disapproved, and 2 cancelled. ☐

X1

Action: The Office of Personnel will ensure that ☐ the recruiter on the West Coast, has been advised that the Director of Security waived the requirement for medical approvals prior to administering polygraphs on the West Coast. ☐

X1

X1

8. OMS, OS, and CTS continue to work together on the pre-assignment of blocks of times for applicant appointments. The CTS has requested three appointments from OMS each day on Monday, Tuesday, Wednesday, and Thursday and three OS appointments each day on Tuesday, Wednesday, Thursday, and Friday. The Career Training Staff will ensure that OS and OMS are advised as soon as practical of times they have not been able to fill with appointments. ☐

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9. The Career Training Staff surfaced a problem with utilization of the WATS lines. When the WATS lines are busy, the Agency operators have denied requests to place calls on the commercial lines. ☐

X1

Action: Because of the necessity of contacting candidates at the earliest possible time, Mr. Fitzwater will address this problem with the Director of Communications. ☐

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X1 11. A status report was given on the recruitment guide-  
lines that are being developed. [ ] will forward  
a copy of the draft guidelines to [ ] who will meld  
into the report [ ] input of five psychological  
assessment questions to be asked during interviews. [ ]

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X1 12. [ ] stressed the importance of flexibility in  
applying the age criterion. This criterion is not meant to  
be the rule; rather it is a guideline. If an individual  
falls outside the 23 to 32 age range, but is mature enough and  
appears to have all the qualifications, he should not be ruled  
out because of age. [ ]

X1

X1

13. PSS is preparing a memorandum to OTR outlining their  
request for clerical assistance. OTR has a number of volunteers  
willing to work after hours and weekends to assist the Career  
Training Program in any way possible. Seven individuals have  
worked on the clerical and personnel backlog on weekends and  
ten other volunteers await requirements to work. [ ]

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[ ]  
Executive Secretary  
CT Task Force

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